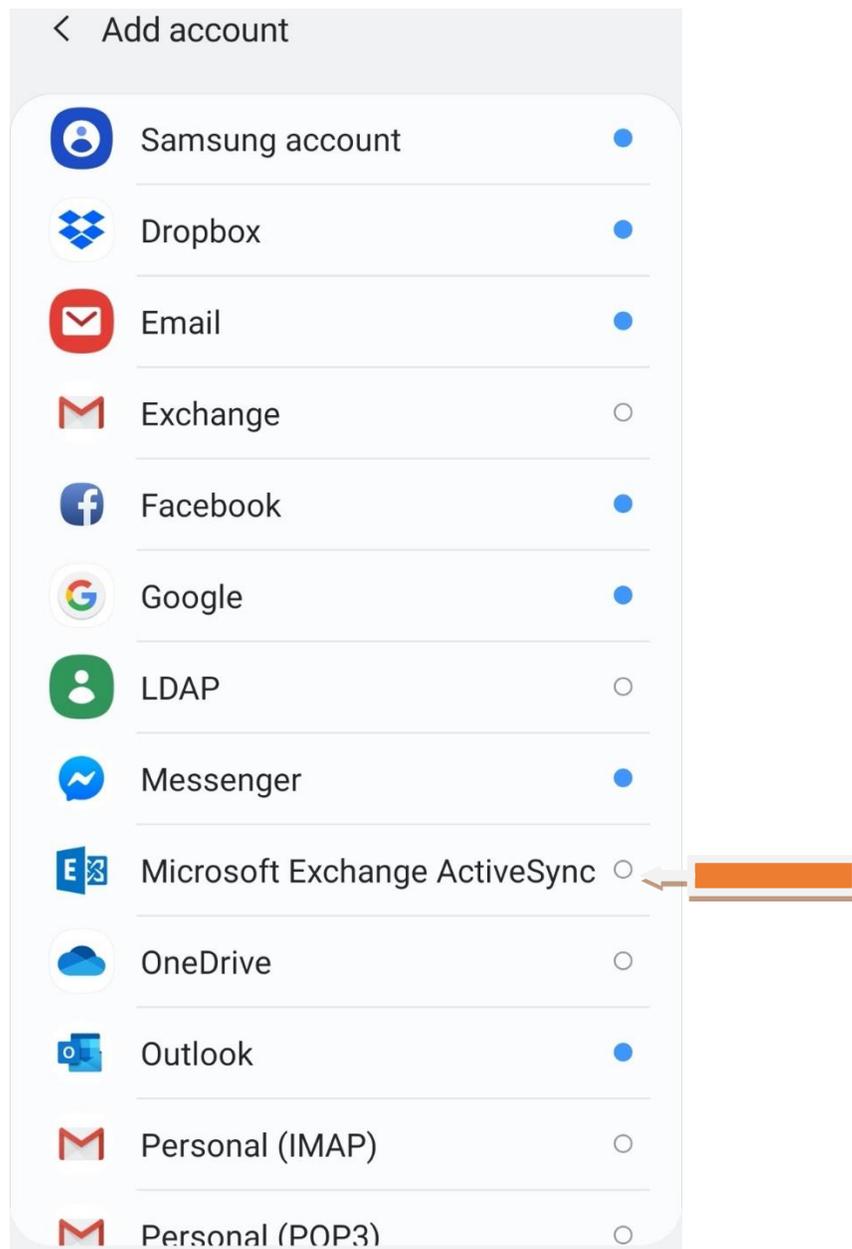


How to Configure Microsoft 365 Lehman Staff Email on Android

STEP 1: Tap on add account and then tap on **Microsoft Exchange ActiveSync**.



STEP 2: Type in your **CUNY Login username and password** and then tap on **Sign In**.

< Exchange ActiveSync

jinat.rezwana94@login.cuny.edu

.....

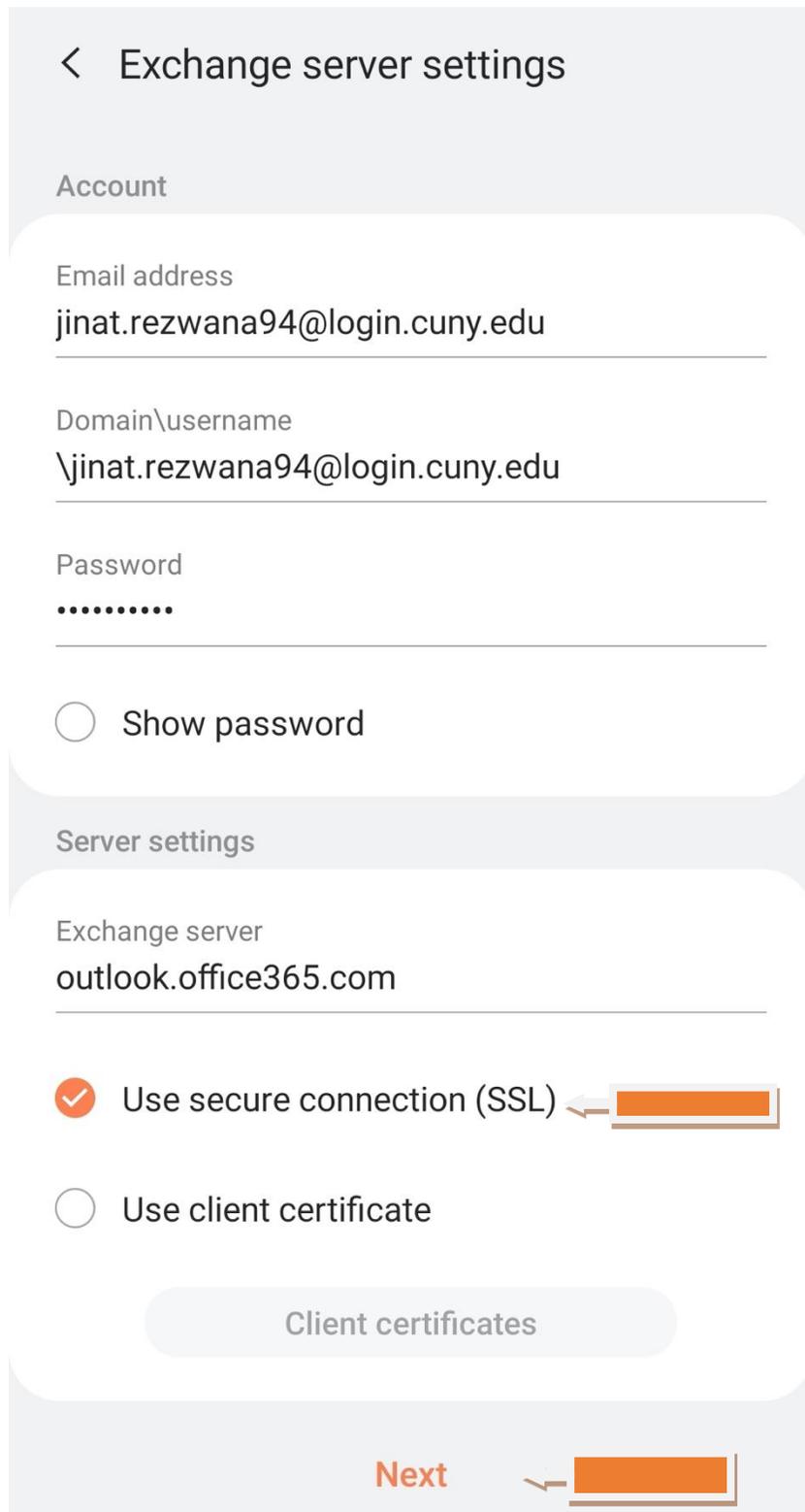
Show password

Set as default account

Manual setup

Sign in

STEP 3: Select Use Secure Connection (SSL) and then tap on NEXT.



The screenshot shows the 'Exchange server settings' screen. At the top, there is a back arrow and the title 'Exchange server settings'. Below this is the 'Account' section, which includes three text input fields: 'Email address' with the value 'jinat.rezwana94@login.cuny.edu', 'Domain\username' with the value '\\jinat.rezwana94@login.cuny.edu', and 'Password' with a masked password of eight dots. Below the password field is a radio button labeled 'Show password'. The 'Server settings' section follows, with an 'Exchange server' field containing 'outlook.office365.com'. There are two radio button options: 'Use secure connection (SSL)' which is selected (indicated by an orange checkmark), and 'Use client certificate'. At the bottom of the screen, there is a 'Client certificates' button and a 'Next' button with an orange highlight and a back arrow.

< Exchange server settings

Account

Email address
jinat.rezwana94@login.cuny.edu

Domain\username
\\jinat.rezwana94@login.cuny.edu

Password
.....

Show password

Server settings

Exchange server
outlook.office365.com

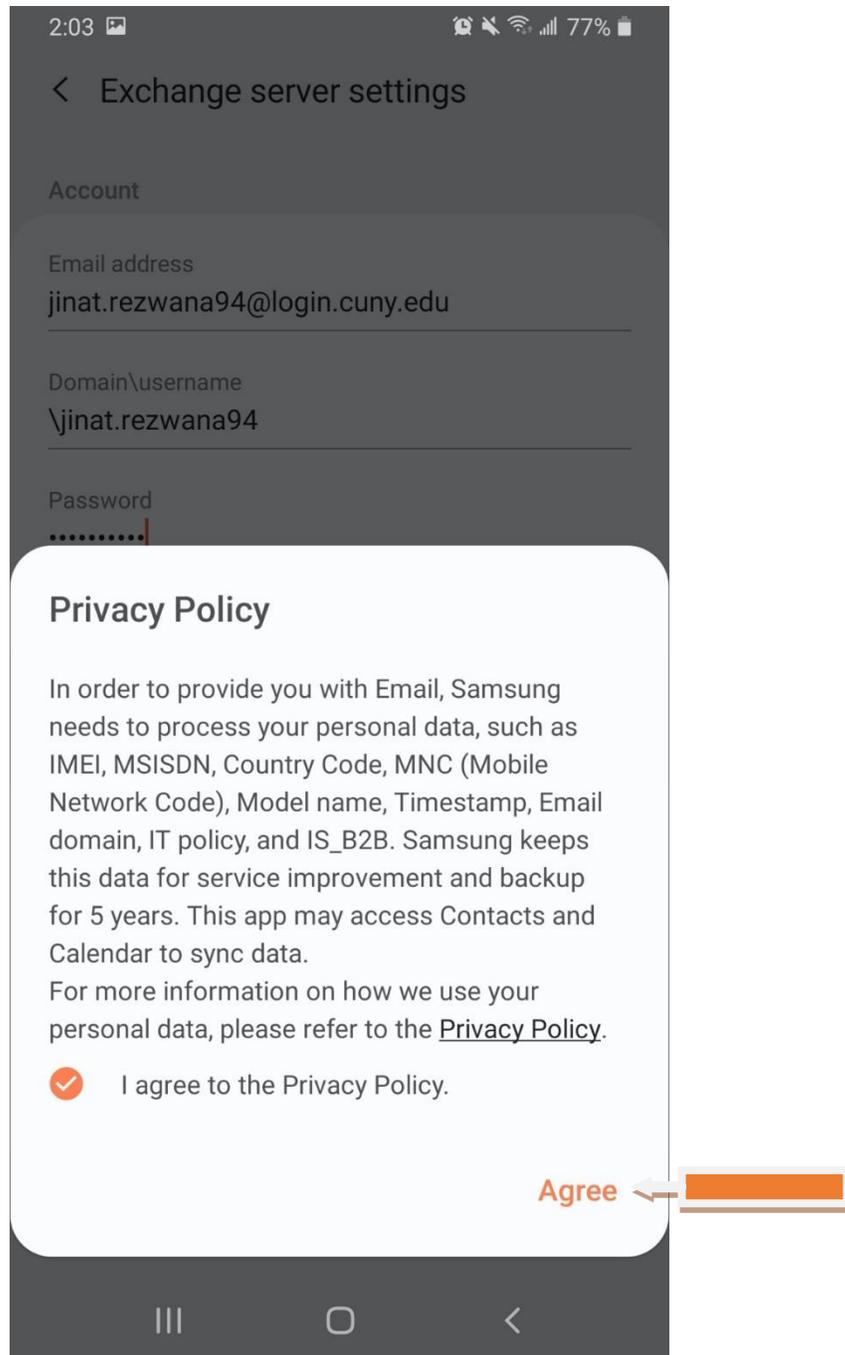
Use secure connection (SSL)

Use client certificate

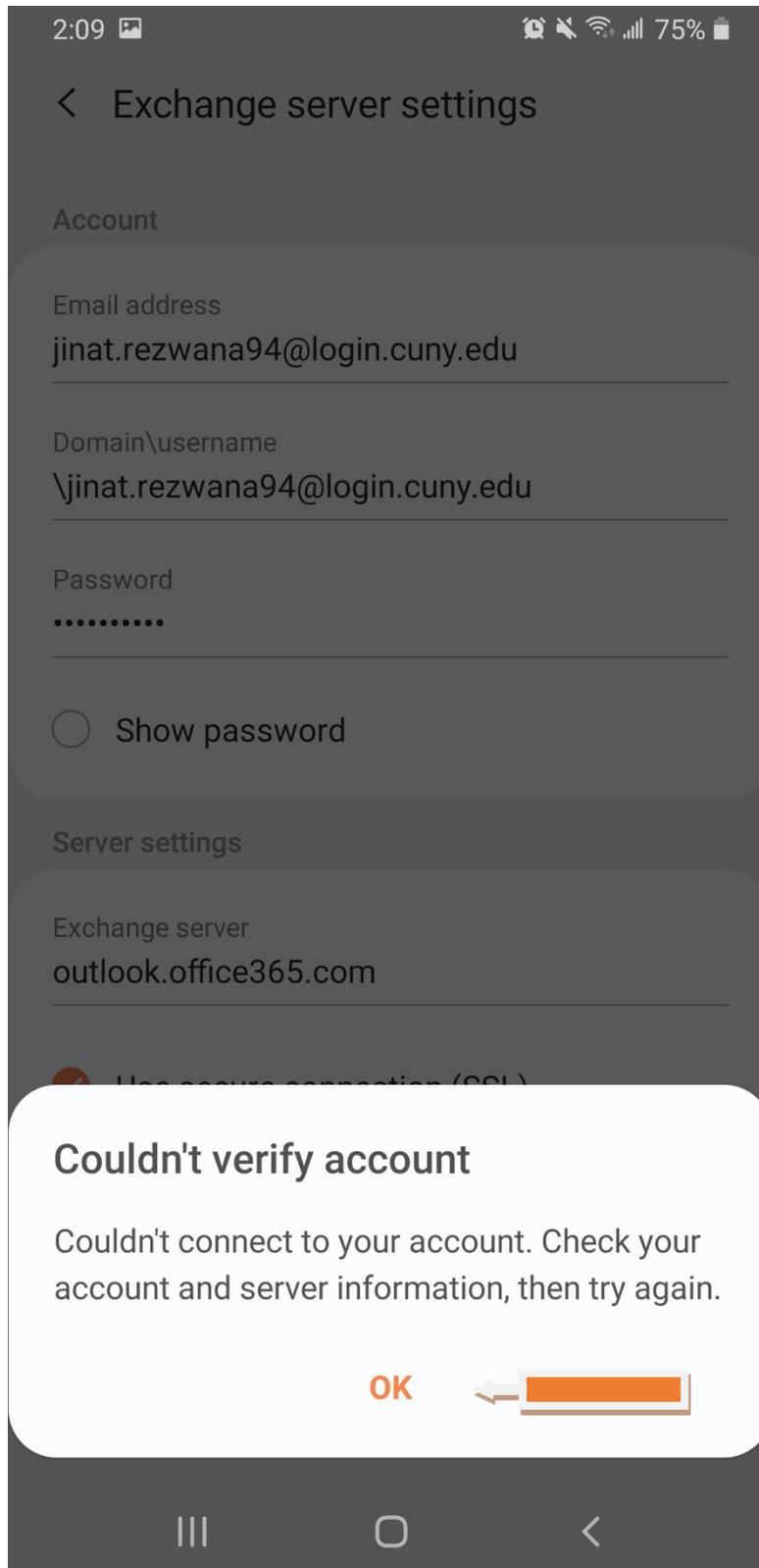
Client certificates

Next

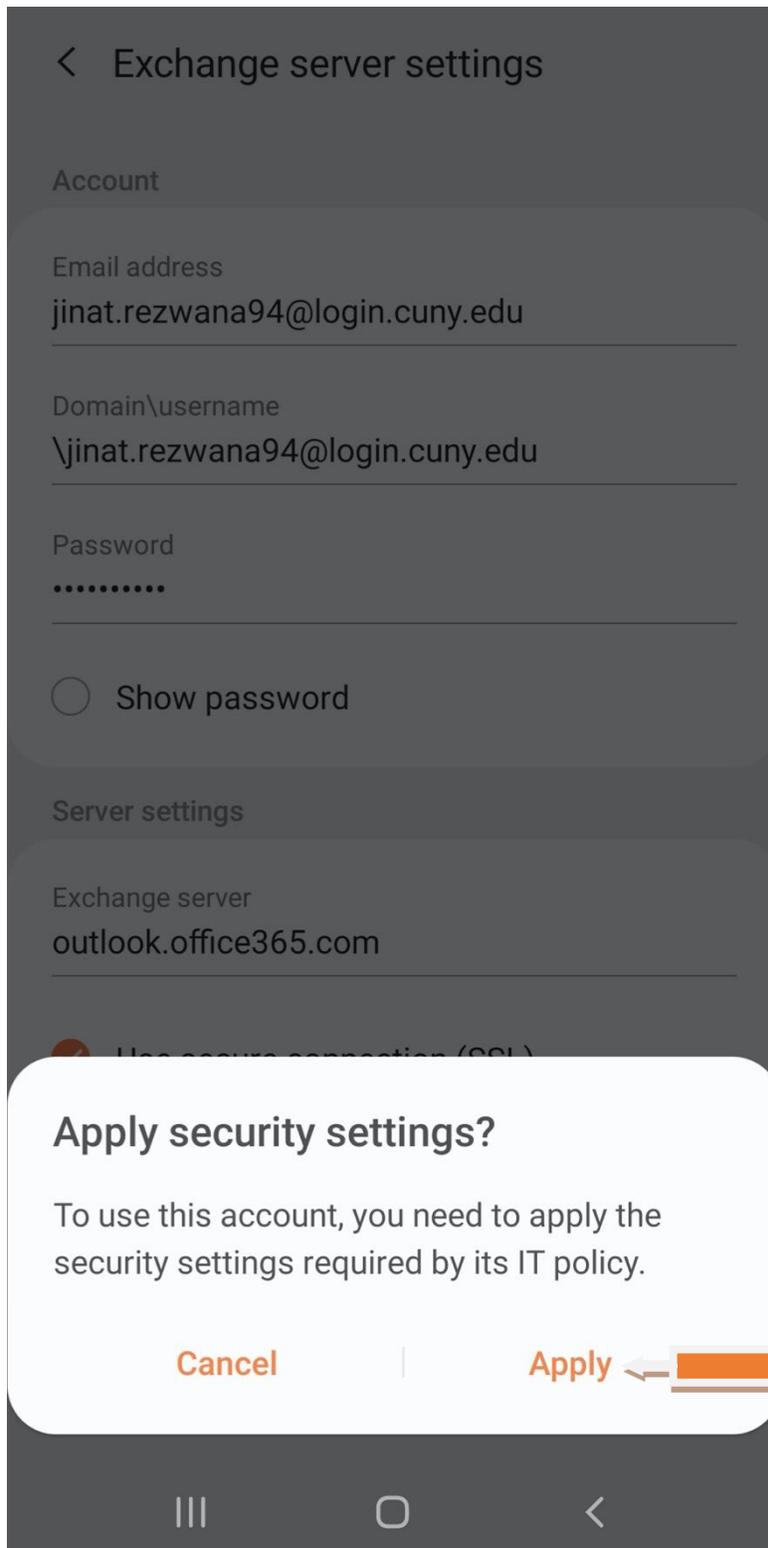
STEP 4: Tap on Agree.



STEP 5: Tap on **OK**.



STEP 6: Tap on Apply.



STEP 7: Tap on **Activate**.

Activate device admin app



Email

Allow Email to remotely control security features on your phone?

This will let Email do the following:

Activating this admin app will allow Email to perform the following actions:

Erase all data

Erase the phone's data without warning by performing a factory data reset.

Set password rules

Control the length and the characters allowed in screen lock passwords and PINs.

Monitor screen unlock attempts

Monitor the number of incorrect passwords typed. when unlocking the screen, and lock the phone or erase all the phone's data if too many incorrect passwords are typed.

Lock the screen

Control how and when the screen locks.

Set screen lock password expiration

Change how frequently the screen lock password, PIN, or pattern must be changed.

Set storage encryption

Require that stored app data be encrypted.

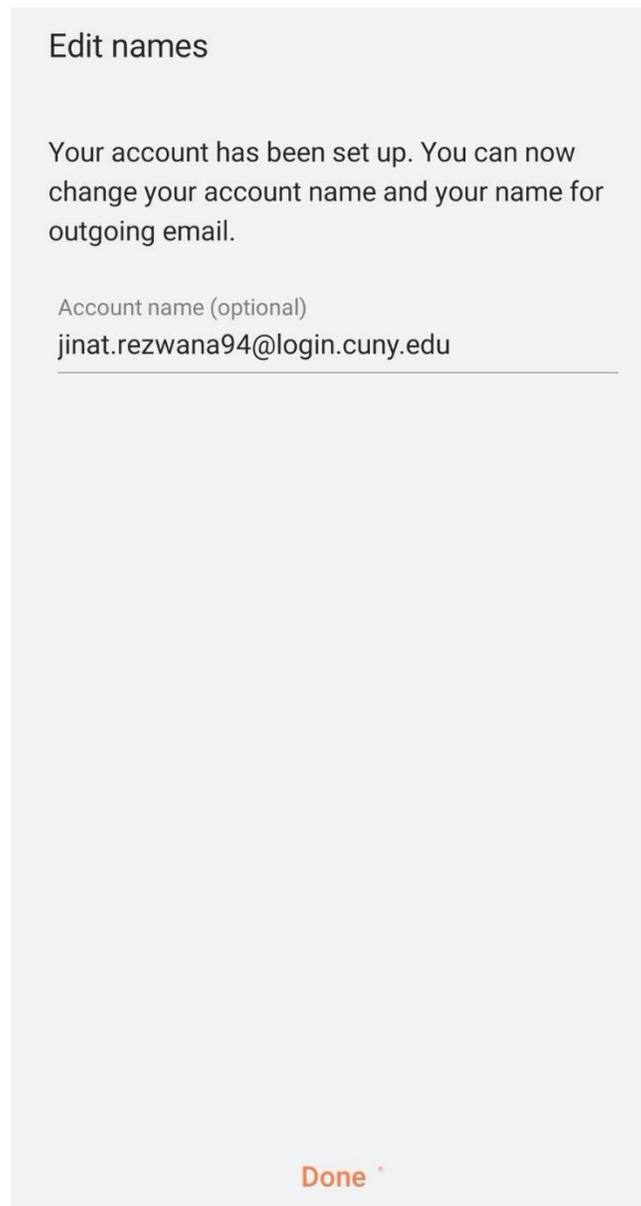
Disable cameras

Cancel

Activate



STEP 8: Tap on DONE.



NOTE: Your emails should start flowing into your mail app once you have completed these steps. Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-1111 or help.desk@Lehman.cuny.edu if further assistance is needed.